

Office of AIDS
Clerical Support Unit
Word Processing Technician
804-490-1181-004

Under the general supervision of the Senior Word Processing Technician, the incumbent will work independently on clerical support functions relating to the daily operation of the Office of AIDS. Specific duties include, but are not limited to the following:

- 85% Using a word processor and various software (Microsoft Word '95, Microsoft Office '97, Excel, WordPerfect 6.1, and Outlook); enter, edit, revise, store, retrieve, proofread, and create a variety of typed documents but not limited to: letters, memorandums, legislative reports, legislative bill analyses, charts, spreadsheets, and other internal and external correspondence, and when necessary, the tracking of these documents.
- 15% As back-up to the receptionist, answer and direct incoming telephone calls from four direct telephone lines to employees throughout the Office of AIDS. Prepare reproduction orders, overnight mail requests and complete various filing assignments and other duties as required.